

## Explanation of the Notice of Completion Form

This form is **required** to be submitted with 15 copies of every draft Environmental Impact Report which is reviewed through the State Clearinghouse (see CEQA Guidelines Section 15085[d]). It is used by the Clearinghouse for transmittal of all environmental documents

### LEAD AGENCY

**Project Title:** This is the project's common name. It is best to use project specific words in order to facilitate database searches.

**Lead Agency:** This is the name of the public agency that has legal responsibility for preparation and review of the environmental document.

**Contact Person:** Name of contact person from the lead agency. This should not be the consultant's name.

**Phone:** Phone number of the contact person at lead agency.

**Street Address:** This is the mailing address for the contact person from the lead agency. State comments will be mailed to this address.

**City:** City of the lead agency address. This is not necessarily the city in which the project is located.

**Zip:** Zip code of the lead agency. Please indicate the new nine digit zip code if applicable.

**County:** County of the lead agency address. This is not necessarily the county in which the project is located.

### PROJECT LOCATION

**County:** County in which the project is located. Most state agencies assign projects for review according to the county of the project. The State Clearinghouse is not always able to determine the location of the project based upon the address of the lead agency. An example of this problem is Los Angeles Department of Airports projects located at Ontario International Airport.

**City/Nearest Community:** City or town in which the project is located; or the nearest community to the location of the project.

**Cross Streets:** Indicate the nearest major cross streets or cross streets.

**Total Acres:** The total area encompassed by the project site gives some indication of the scope of the project and its regional significance.

**Assessor's Parcel Number** (optional): For locational purposes.

**Section, Township, Range and Base:** Please indicate base meridian. If you are not able to provide Assessor's Parcel Number, please indicate Section, Township, and Range.

**Highways, Airports, Railroads, Schools, and Waterways** (including streams or lakes): These identifiers are of consequence to many projects. By restricting the information to those features within a two-mile radius of the project site, unnecessary data collection can be avoided. Please indicate the name(s) of the waterways, airports, railroads, schools, and the route number(s) of the state highways.

### DOCUMENT TYPE

This identifies the nature of the environmental document. Mark

appropriate blanks with an "X".

### LOCAL ACTION TYPE

This helps reviewers understand the type of local approvals that will be required for the project and the nature of the project and its environmental documentation. Mark appropriate blanks with "X".

### DEVELOPMENT TYPE

This data category helps identify the scope of the project for distribution purposes. Additionally, the information also serves to identify projects of a similar character to assist in the reuse of environmental documents. For some of the development types, the form asks for the number of acres, square footage, and number of permanent employees. Fill in the blanks.

### PROJECT ISSUES DISCUSSED IN DOCUMENT

These are the topics on which the environmental document focuses attention. These are not necessarily the adverse impacts of the project, but the issues which are discussed in some depth. Check appropriate blanks.

### PRESENT LAND USE AND ZONING

This enables the agencies to understand the extent of the changes proposed and again helps to identify projects with similar environmental issues for later reuse of information.

### PROJECT DESCRIPTION

This response should provide a thorough description of the proposed project enabling the reviewing agencies to understand the total project concept. The data categories can provide guidance and structure to the explanation given.

### Reviewing Agencies Checklist:

### REVIEWING AGENCIES

The back of the form lists the agencies and departments to whom the SCH may distribute a draft document. The lead agency can indicate for the SCH's information any responsible, trustee or concerned agencies which they would like to review the document, or who have previously been involved in the review of the project. Any agencies that have received the document directly from the lead agency should also be marked.

### PUBLIC REVIEW PERIOD

This section is to be filled in when the Notice of Completion form is being filed and not being submitted with environmental documents.

### CONSULTING FIRM

This information is to be filled in only if applicable.

### APPLICANT

This identifies whether the applicant/project proponent is a private developer or the lead agency.

**Form A****Notice of Completion & Environmental Document Transmittal****SCH #** \_\_\_\_\_

Mail to: State Clearinghouse, PO Box 3044, Sacramento, CA 95812-3044 916/445-0613

Project Title: \_\_\_\_\_

Lead Agency: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

**Project Location:**

County: \_\_\_\_\_ City/Nearest Community: \_\_\_\_\_

Cross Streets: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Total Acres: \_\_\_\_\_

Assessor's Parcel No. \_\_\_\_\_ Section: \_\_\_\_\_ Twp. \_\_\_\_\_ Range: \_\_\_\_\_ Base: \_\_\_\_\_

Within 2 Miles: State Hwy #: \_\_\_\_\_ Waterways: \_\_\_\_\_

Airports: \_\_\_\_\_ Railways: \_\_\_\_\_ Schools: \_\_\_\_\_

**Document Type:**

**CEQA:** ☐ NOP ☐ Supplement/Subsequent EIR **NEPA:** ☐ NOI **Other:** ☐ Joint Document  
☐ Early Cons (Prior SCH No.) \_\_\_\_\_ ☐ EA ☐ Final Document  
☐ Neg Dec ☐ Other \_\_\_\_\_ ☐ Draft EIS ☐ Other \_\_\_\_\_  
☐ Draft EIR ☐ FONSI

**Local Action Type:**

☐ General Plan Update ☐ Specific Plan ☐ Rezone ☐ Annexation  
☐ General Plan Amendment ☐ Master Plan ☐ Prezone ☐ Redevelopment  
☐ General Plan Element ☐ Planned Unit Development ☐ Use Permit ☐ Coastal Permit  
☐ Community Plan ☐ Site Plan ☐ Land Division (Subdivision, etc.) ☐ Other \_\_\_\_\_

**Development Type:**

☐ Residential: Units \_\_\_\_\_ Acres \_\_\_\_\_ ☐ Water Facilities: Type \_\_\_\_\_ MGD \_\_\_\_\_  
☐ Office: Sq.ft. \_\_\_\_\_ Acres \_\_\_\_\_ Employees \_\_\_\_\_ ☐ Transportation: Type \_\_\_\_\_  
☐ Commercial: Sq.ft. \_\_\_\_\_ Acres \_\_\_\_\_ Employees \_\_\_\_\_ ☐ Mining: Mineral \_\_\_\_\_  
☐ Industrial: Sq.ft. \_\_\_\_\_ Acres \_\_\_\_\_ Employees \_\_\_\_\_ ☐ Power: Type \_\_\_\_\_ Watts \_\_\_\_\_  
☐ Educational \_\_\_\_\_ ☐ Waste Treatment: Type \_\_\_\_\_  
☐ Recreational \_\_\_\_\_ ☐ Hazardous Waste: Type \_\_\_\_\_  
☐ Other: \_\_\_\_\_

Funding (approx.): Federal \$ \_\_\_\_\_ State \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

**Project Issues Discussed in Document:**

☐ Aesthetic/Visual ☐ Flood Plain/Flooding ☐ Schools/Universities ☐ Water Quality  
☐ Agricultural Land ☐ Forest Land/Fire Hazard ☐ Septic Systems ☐ Water Supply/Groundwater  
☐ Air Quality ☐ Geologic/Seismic ☐ Sewer Capacity ☐ Wetland/Riparian  
☐ Archeological/Historical ☐ Minerals ☐ Soil Erosion/Compaction/Grading ☐ Wildlife  
☐ Coastal Zone ☐ Noise ☐ Solid Waste ☐ Growth Inducing  
☐ Drainage/Absorption ☐ Population/Housing Balance ☐ Toxic/Hazardous ☐ Landuse  
☐ Economic/Jobs ☐ Public Services/Facilities ☐ Traffic/Circulation ☐ Cumulative Effects  
☐ Fiscal ☐ Recreation/Parks ☐ Vegetation ☐ Other \_\_\_\_\_

**Present Land Use/Zoning/General Plan Designation:****Project Description:**

# Reviewing Agencies Checklist

Form A, continued

## KEY

S = Document sent by lead agency

X = Document sent by SCH

✓ = Suggested distribution

### Resources Agency

- \_\_\_\_\_ Boating & Waterways
- \_\_\_\_\_ Coastal Commission
- \_\_\_\_\_ Coastal Conservancy
- \_\_\_\_\_ Colorado River Board
- \_\_\_\_\_ Conservation
- \_\_\_\_\_ Fish & Game
- \_\_\_\_\_ Forestry & Fire Protection
- \_\_\_\_\_ Office of Historic Preservation
- \_\_\_\_\_ Parks & Recreation
- \_\_\_\_\_ Reclamation Board
- \_\_\_\_\_ S.F. Bay Conservation & Development Commission
- \_\_\_\_\_ Water Resources (DWR)

### Business, Transportation & Housing

- \_\_\_\_\_ Aeronautics
- \_\_\_\_\_ California Highway Patrol
- \_\_\_\_\_ CALTRANS District # \_\_\_\_\_
- \_\_\_\_\_ Department of Transportation Planning (headquarters)
- \_\_\_\_\_ Housing & Community Development

### Food & Agriculture

### Health & Welfare

- \_\_\_\_\_ Health Services \_\_\_\_\_

### State & Consumer Services

- \_\_\_\_\_ General Services
- \_\_\_\_\_ OLA (Schools)

### Environmental Protection Agency

- \_\_\_\_\_ Air Resources Board
- \_\_\_\_\_ California Waste Management Board
- \_\_\_\_\_ SWRCB: Clean Water Grants
- \_\_\_\_\_ SWRCB: Delta Unit
- \_\_\_\_\_ SWRCB: Water Quality
- \_\_\_\_\_ SWRCB: Water Rights
- \_\_\_\_\_ Regional WQCB # \_\_\_\_\_ (\_\_\_\_\_)

### Youth & Adult Corrections

- \_\_\_\_\_ Corrections

### Independent Commissions & Offices

- \_\_\_\_\_ Energy Commission
- \_\_\_\_\_ Native American Heritage Commission
- \_\_\_\_\_ Public Utilities Commission
- \_\_\_\_\_ Santa Monica Mountains Conservancy
- \_\_\_\_\_ State Lands Commission
- \_\_\_\_\_ Tahoe Regional Planning Agency

\_\_\_\_\_ Other \_\_\_\_\_

Public Review Period (to be filled in by lead agency)

Starting Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Lead Agency (Complete if applicable):

Consulting Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

For SCH Use Only:

Date Received at SCH \_\_\_\_\_

Date Review Starts \_\_\_\_\_

Date to Agencies \_\_\_\_\_

Date to SCH \_\_\_\_\_

Clearance Date \_\_\_\_\_

Notes:

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_